



TOWN OF TELLURIDE

SPECIAL EVENT LIQUOR PERMITS

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OVERVIEW

Special event liquor permits are issued by the Telluride Liquor Licensing Authority pursuant to Colorado state law, Article 48, Title 12, C.R.S., to qualifying entities **wishing to sell** (including asking for donations, or charging indirectly) **or provide alcoholic beverages to the general public.**

Special event permits are issued for a specific location, date and time and may not be transferred. Events at multiple locations require separate permits. Permits may not be issued within 500 feet of any public or parochial school when classes are scheduled. Permits and liquor warning signs must be posted during events. A maximum of fifteen special event permits may be issued to an applicant in a calendar year.

- **Qualifications**

The applicant must be incorporated as a nonprofit entity with the Colorado Secretary of State, OR

The applicant must be a regularly chartered branch, lodge, or chapter of a national organization, OR

The applicant must be a political candidate who has filed the necessary reports and statements with the Colorado Secretary of State.

- **Application Timing**

The application should be filed with the Telluride Town Clerk at least forty-five (45) days before the special event and must be filed at least 30 days prior. A public hearing before the Liquor Licensing Hearing Officer will be held after a posting period (notice to the public) of ten (10) days.

▪ **Application [Dept of Revenue Form DR 8439]**

- 1) All appropriate sections of the application must be completely filled out.
- 2) If the applicant is a corporation an officer must sign the application.

• **Attachments to the Application** - the following documents must be attached to the application:

- a) If the applicant is a corporation, a copy of the Certificate of Good Standing must be included. The certificate must not be more than two years old at the time of the event. Certificates may be obtained online from the Secretary of State at:

www.sos.state.co.us

OR

If the applicant is a political candidate, copies of statements and reports filed with the Colorado Secretary of State must be included with the application.;

OR

If the applicant is a branch, lodge or chapter of a national organization, a copy of the charter must be included.

- b) Proof of property possession (a lease, deed, lease assignment and/or written permission from the owners. This must be in the name of the applicant).

c) A diagram of the area for which the permit is requested:

- (1) must be on 8 1/2 x 11 inch paper with perimeter of premises outlined in red (does not need to be drawn to scale);
- (2) must show the physical structure (i.e. bars, walls, partitions, entrances and exits (if outside, use landmarks, street names etc.) include dimensions and
- (3) show where alcohol and food will be sold/served/consumed/ stored

[The name of the applicant must be identical to the name on the supporting documents.

d) Attach fees, payable to the Town of Telluride, Please see the "Fees" section for amounts.

▪ **Affidavit Required**

Please submit an affidavit, sworn before a notary public, containing the following information:

- 1) the nature of the event;
- 2) who or what organization will be the recipient of funds derived from the event;
- 3) how many attendees are expected at the event;
- 4) the type of alcohol beverages that will be available and how it will be provided;
- 5) a narrative describing the method(s) that will be used in checking identification for proper age of attendees (i.e. at the door, at the bar, etc.) and how will underage patrons be identified so as to not be served alcohol beverages (i.e. wristbands, stamps, etc.);
- 6) when and where the Event Manager received T.I.P.S. or equivalent alcohol service training within the past three years;
- 7) a list of volunteers or staff who have been trained in the sale/service of alcohol beverage who will be on site during the event; and
- 8) a narrative of how the area will be controlled (i.e. fences, ropes, walls etc.) including how many security personnel will be working the event and where stationed. Applicants must demonstrate that all alcohol beverages will remain within the area for which the permit is issued and that all other “private” alcohol beverages will NOT be brought into the area.

You may create the Affidavit document, or use the form provided by the Clerk’s Department. The document must be sworn before a Notary Public.

- **Fees**

Appropriate fees must be attached as follows:

Special Event Liquor Permit:

Payable to the Town of Telluride - \$75 per day, per location, if submitted 45 days or more prior to event. \$100 per day, per location, if submitted 30 to 44 days prior to event.

Special Event 3.2 Beer Permit:

Town of Telluride - \$10/ day/ location

Applications must be submitted at least 30 days prior to the event.

- **Food Requirements**

Sandwiches or light snacks must be available any time liquor/beer is served. Full meals are not required. Food may be provided by a contractor or vendor.

- **Insurance Requirements**

If the special event will be held on public property, a copy of liquor liability insurance naming the Town of Telluride as an additional insured must be included with the application.

- **Events on Public Property**

If you are planning to hold your event on public property, you will need to obtain a contract from the Parks & Recreation Department. There will be additional application, insurance and other requirements.

Contact Stephanie Jaquet at the Parks & Recreation Department at 970-728-5359.

▪ **Alcohol Service – age requirements**

Persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado.

No person under 18 years of age may sell, serve, dispense or distribute alcoholic beverages.

No person under 21 may sell, serve or dispense hard liquor.

A person between 18 and 20 may sell and dispense beer and wine when under the supervision of a person who is at least 21.

- **Alcohol service - training requirements**

The Town of Telluride requires that managers of special events complete an approved alcohol service training class at least once every three years. It is preferred that this training be completed prior to the first event. If you are planning to have events at multiple venues, a T.I.P.S.-certified server should be present at each location at all times alcohol is being served.

The T.I.P.S.[™] on-premise training provided by Health Communications, Inc. is an approved curriculum.

The Telluride Marshals' Department gives this training twice a year – in the fall and in the spring. Alternatively, the training may be taken online at:

<http://gettips.com/eTIPS.shtml>

eTIPS for On Premise

- **Submit applications to:**

Clerk's Department
Town Hall, 135 W Colorado Avenue
Mailing address: PO Box 397
Telluride CO 81435
970-728-2158
tnix@telluride-co.gov

- **Contact for further information:**

Tiffany Nix
Assistant Clerk
Town Hall, 135 W Colorado Avenue
Mailing address: PO Box 397
Telluride CO 81435
970-728-2158
tnix@telluride-co.gov

The foregoing information was compiled by the Office of the Town Clerk of the Town of Telluride for the purpose of assisting special events permit applicants. It is not intended to constitute legal advice and all applicants are encouraged to seek the assistance of counsel in the processing of applications as deemed necessary.